



LONG ISLAND UNIVERSITY
PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

SUPERVISOR'S EVALUATION OF INTERN

Name of Intern: DEBORAH MOORE Semester: FALL/WINTER

Name of Host Site: KIRBY ROAD ELEMENTARY SCHOOL LIBRARY

Host Site Address: 58 KIRBY ROAD Poughkeepsie, NY 12603

1. Relations with others

- ☒ Exceptional
☐ Works well with others
☐ Satisfactory
☐ Has some difficulty
☐ Works poorly with others

2. Judgment/decision making

- ☒ Very capable decision maker
☐ Shows good judgment
☐ Needs assistance with decisions
☐ Show poor judgment
☐ Does not apply

3. Ability to learn

- ☒ Learns very quickly
☐ Learns readily
☐ Average in learning
☐ Somewhat slow to learn
☐ Very slow to learn

4. Attitude - Application to work

- ☒ Outstanding enthusiasm
☐ Very interested and industrious
☐ Average in diligence and interest
☐ Somewhat indifferent
☐ Definitely not interested

5. Dependability

- ☒ Completely dependable
☐ Above average in dependability
☐ Usually dependable
☐ Sometimes irresponsible
☐ Unreliable

6. Quality of work

- ☒ Excellent
☐ Very good
☐ Average
☐ Below average
☐ Poor

7. Organizational skills

- ☒ Exceptional
☐ Well-organized
☐ Needs assistance
☐ Disorganized
☐ Needs constant supervision

8. Creativity

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

9. Initiative

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

10. Overall Performance

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

(continued)

Supervisor's Evaluation, continued...

11. What have been your observations regarding this intern's communication skills?

a. **Verbal ability:** ☒ Superior ☐ Effective ☐ Needs improvement ☐ N.A.

Comments:

PLEASE SEE ATTACHED

b. **Writing ability:** ☒ Superior ☐ Effective ☐ Needs improvement ☐ N.A.

Comments:

PLEASE SEE ATTACHED

12. Have you noticed any personal and/or professional growth during the internship?

PLEASE SEE ATTACHED

13. Have you observed any areas in which this intern may need to improve?

PLEASE SEE ATTACHED

14. If you had an open position, would you hire this intern?

PLEASE SEE ATTACHED

15. Do you feel the Palmer School's curriculum provided the best mix of theory and practice to prepare this intern for work in your library/archive? ☒ Yes ☐ No

If not, what do you feel this student should have learned before undertaking this internship?

16. What grade would you recommend that the intern be given (circle one):

Pass

Fail

Has this report has been discussed with the student: ☒ Yes ☐ No

PLEASE PRINT:

Name: MEREDITH INKELES Title LIBRARIAN

(signed) Meredith Inkeles Date 1/20/11

Please mail/FAX this to the Palmer School, C.W. Post Campus, Long Island University,
720 Northern Blvd., Brookville, NY 11548-1300 before the semester ends or
FAX it to 516-299-4168.

11 a. Verbal ability:

Deborah is able to adjust her speech depending on if she is speaking to a fourth grader or a sixth grader, or a colleague or an administrator. Her tone and vocabulary are always fitting.

11 b. Writing ability:

Over the course of her time at Kinry Road, Deborah has written handouts for students that were well edited and clear. Also, her communications via e-mail and through her wiki are always professional. She is very literate and appropriate.

12. Personal and/or Professional Growth:

As Deborah spent more time in the library, her rapport and comfort level working one-on-one with students increased. Also, her confidence in teaching in front of a class has evolved from observing lessons toward team teaching one of my lessons with me to Deborah creating and implementing her own lesson to a class.

13. Areas of improvement:

From the moment Deborah entered the Kinry Road Library she has been diligent in familiarizing herself with books and sources popular and essential for the intermediate elementary level. She shelved books to help become familiar with nonfiction titles and took it upon herself to read many of the fiction titles fifth grade students are reading to participate in a district-wide Battle of the Books. She also practiced using the web-based computer catalog system on her own time at home to ensure she would be able to assist in library check-out.

There are infinite titles, programs, and sources in which one needs to be well-known when working in a school library; although Deborah does not know them all (but who does) she is well on her way to becoming an essential resource to her future students and colleagues. I believe Deborah will continue her thorough acclimatization in these resources and her knowledge will grow tenfold when she is in her own library fashioning her own collection.

14. Open Position:

Yes! Deborah attended a department meeting and has the professionalism and enthusiastic personality to fit in with the nine attending members and coordinator. Deborah would be an asset to any library, school, and district.